

I. INTRODUCTION

A. Notice

Any employee who is assigned or operates a state vehicle shall be knowledgeable of and comply with all laws, policies, rules, and regulations governing the use of such vehicles. Violators will be subject to appropriate administrative disciplinary action in addition to any legal action that may result.

600 KAR 1:070; 600 KAR 1:120; KRS 44.045; KRS 186.065

B. Important Numbers

Division of Fleet Management	502-564-2260
HELP DESK	1-800-928-4649
CREDIT CARD SECTION	1-800-435-9427
ACCIDENT HOTLINE	1-800-435-0714

II. VEHICLE OPERATION

A. General Rules and Regulations

1. Vehicles shall be used solely for performing the official business of the Commonwealth of Kentucky and any other use is prohibited.
2. Operators shall drive in a legal, safe, and courteous manner.
3. Permanently assigned vehicles shall be parked on approved state property nearest the headquarters of the office or person to whom assigned during non-working hours except when the operator's official duties require him to be away from headquarters.
4. Vehicles shall not be driven to or parked at a place of residence unless specifically authorized.
5. Vehicles may be parked at a place of lodging when an employee's duties require him to be away from headquarters overnight.

6. A vehicle operator shall be an employee or agent of the Commonwealth of Kentucky and a holder of a valid operator's license.
7. Passengers in state vehicles shall be limited to state employees and persons connected with official state business.
8. All speeding and/or traffic violations and any resulting fines are the sole responsibility of the operator.
9. All employees and other occupants shall wear a safety belt at all times while operating or being transported as a passenger in a state vehicle.
10. Employees shall not operate a state vehicle after such driver has partaken of alcohol, drugs, or other controlled substances.
11. The use of radar detectors in state vehicles is prohibited.
12. Operators of trip-assigned vehicles shall return the vehicle to the same pool from which it was assigned. Vehicles returned after working hours shall be locked. The keys and credit card shall be deposited in the designated receptacle at the pool attendant's station.
13. If an operator determines that a vehicle is needed longer than designated on the trip ticket, his supervisor shall notify the pool dispatcher prior to the scheduled return to prevent the assignment of the vehicle to another operator.
14. Modification to vehicles shall not be made without prior written approval of the Division of Fleet Management.
15. Operators shall report any observed malfunctions or potential problems, such as faulty brakes, tires, steering, etc., to the motor pool attendant when returning a vehicle. If an attendant is not on duty, the operator shall complete form TC 78-9 provided in the vehicle for this purpose and leave the form with the vehicle keys.
16. Operators of permanently assigned vehicles shall prepare a monthly report using form TC 78-5 indicating vehicle usage and credit card purchases for the period beginning on the 26th of the month and ending on the 25th day of the following month. The customer's copy of the credit card purchases shall be attached to this form and submitted within five (5) working days to the Division of Fleet Management, 1200 Wilkinson Blvd., Frankfort KY 40622.
17. Transfer of a vehicle from one employee to another employee or change of location shall not be made without prior approval of the Division of Fleet Management.

B. Insurance

1. The Commonwealth of Kentucky provides liability insurance on state vehicles. The policy provides a single limit of \$300,000 for bodily injury and property damage.
2. Vehicle insurance cards should be in the vehicle's glove compartment. If not, the operator should call the ACCIDENT HOTLINE.
3. Personal items are not insured in case of theft or fire.

C. Care of Vehicles

1. The Division of Fleet Management shall assume the overall responsibility of observing, servicing and maintaining all vehicles. However, employees to whom vehicles are permanently assigned shall be responsible for keeping their vehicles clean, properly serviced and maintained.
2. All repairs and maintenance should be performed by the Transportation Cabinet facilities whenever possible. Prior to any repairs being made at any other facility, contact the HELP DESK for the name and address of an approved area vendor.
3. The operator and his employing agency shall be responsible for any damages to a vehicle resulting from misuse, abuse, or negligence.
4. All doors must be locked and windows closed when the vehicle is left unattended. Lock personal items in the trunk whenever possible when the vehicle is unattended.

D. Accidents

1. An operator whose vehicle is involved in an accident resulting in damage to the vehicle, any other property, or any person (regardless of whether or not the operator was in the vehicle at the time of the accident) shall immediately call the ACCIDENT HOTLINE.
2. The operator should also get a police report, if possible. If not available, the operator shall complete the Uniform Traffic Accident Report, form # KSP 232.
3. As soon as possible, the driver must prepare a report with a detailed account of what occurred.
4. The operator or the operator's employing agency shall obtain a copy of the reports and submit them to 1) the Office of General Counsel, 10th floor, State Office Building; and 2) the Division of Fleet Management, 1200 Wilkinson Blvd.

III. CREDIT CARDS

A. General Provisions

1. Vehicles owned by the Division of Fleet Management may be issued gasoline credit cards. Operators shall use Transportation facilities whenever possible. A directory of these facilities is provided in the vehicle.
2. A credit card shall be used only for the vehicle for which it is issued.
3. Operators shall only use self-serve pumps when refueling a state vehicle.
4. Credit cards may be used for the purchase of non-premium gasoline and oil compatible with proper engine operation. Ethanol should be used when available.
5. Credit cards may be used for emergency services such as tire repairs, fan belts, hoses, starts, etc. without prior authorization from the Division of Fleet Management. 'Emergency' repair is defined as a repair that cannot be anticipated and requires immediate attention during holidays, weekends, or after normal working hours.

The HELP DESK shall be notified on the first normal business day after the emergency repair has been made.

6. Credit cards shall not be used for tune-ups and other general maintenance without prior authorization from the Division of Fleet Management.
7. The operator shall record mileage on, and sign for, all credit card purchases.
8. Lost credit cards shall be reported immediately to the Division of Fleet Management, CREDIT CARD SECTION.
9. Damaged credit cards can be replaced by submitting the damaged card to the Division of Fleet Management.
10. Operators of trip-assigned vehicles shall turn in the customer's copy of credit card purchases with the vehicle at the end of a trip.
11. Operators of permanently assigned vehicles shall report credit card purchases in accordance with instructions for submitting the monthly report form TC 78-5.
12. All matters pertaining to the use of vehicles, including the need for forms, should be directed to the Division of Fleet Management.